

2008 Statistical Annual Report of Public Library Services



Data Element Definitions

IDENTIFICATION

This section identifies the reporting library (i.e. administrative entity).

- 150 FSCS ID
 - This is a library code assigned by the Institute of Museum and Library Services to the reporting library.
- 151 Library Code
 - This is a library code assigned by the Utah State Library Division to the reporting library.
- 152 Name of Library
 - This is the legal name of the reporting library.
- 153 Street Address
 - This is the complete street address of the reporting library. Note: Do not report a post office box or general delivery.
- 154 City (of street address)
 - This is the city or town in which the reporting library is located.
- 155 ZIP Code (of street address)
 - This is the standard five-digit postal zip code for the street address of the reporting library.
- 156 ZIP+4 (of street address)
 - This is the four-digit postal ZIP code extension for the street address of the reporting library.
- 157 Mailing Address
 - This is the mailing address of the reporting library.
- 158 City (of mailing address)
 - This is the city or town of the mailing address for the reporting library.
- 159 ZIP Code (of mailing address)
 - This is the standard five-digit postal ZIP code for the mailing address of the reporting library.
- 160 ZIP+4 (of mailing address)
 - This is the four-digit postal ZIP code extension for the mailing address of the reporting library.
- 161 County of the Entity
 - This is the county in which the reporting library is located.
- 162 Telephone (include area code)
 - This is the telephone number of the reporting library, including area code.
- 163 Library's website address
 - This is the Web address of the reporting library.

GENERAL INFORMATION

208 Population of Legal Service Area

The number of people in the geographical area for which a public library has been established to offer services, and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the

library is the primary service provider. This figure is determined by the Utah State Library Division based on the latest U.S. Census Bureau subcounty population estimates available. During the current reporting period, if the library contracted with another city or county to serve as the primary library for their population, post a *Federal Note* in this field, listing the city/county with which you have contracted. Report the revenue received from the contract under *Other Operating Revenue* or *Other Capital Revenue*.

Service Outlets

209 Number of Central Libraries

A central library is a single-outlet library or the library that is the operational center of a multiple-outlet library system. Usually, all processing is centralized here and the principal collections are housed here. Central library is synonymous with main library. Note: An administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. Where there are several co-equal outlets, report all such outlets as branches.

210 Number of Branch Libraries

A branch library is an auxiliary unit of an administrative entity which has ALL of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public.

211 Number of Bookmobiles

A bookmobile is a traveling branch library. It consists of ALL of the following: (1) a vehicle that carries an organized collection of library materials; (2) paid staff; and (3) regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

Paid Staff

Report figures as of the last day of the library's fiscal year. Include all positions funded in the library's budget, whether those positions are filled or not. Note: All staffing figures should be reported as *full-time equivalent (FTE)*. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. To calculate the FTE of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40.

- 250 FTE of Librarians with ALA-accredited master's degree
 - Full-time equivalent of librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- 250.1 FTE of Librarians with any other master's or advanced degree

Full-time equivalent of persons with the title of librarian who hold an advanced degree in any field other than library science.

250.2 FTE of others holding the title of Librarian

Full-time equivalent of all other persons holding the title of librarian. These are staff who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

- 251 Total FTE of Librarians
 - This number is automatically calculated by adding reported figures in questions #250, #250.1, and #250.2
- 252 FTE of All Other Paid Staff
 - Full-time equivalent of all other employees paid from the reporting library's budget, including plant operations, security, and maintenance staff.
- 253 Total FTE of Paid Staff

This number is automatically calculated by adding the calculated figure in #251 and the reported figure in #252

Volunteers

253.1 Number of individual volunteers who worked for the library this fiscal year

This is the number of individuals who performed voluntary (unpaid) work for the library regardless of the number of hours they worked. They may be members of the library board, a formally established group (such as a Friends group), or individuals who have volunteered their time and effort. The volunteer may work at the library on various tasks, may be running various library programs (such as literacy or story hours), or may be out in the community doing such things as delivering books to the homebound, helping with a bond election campaign, telling stories at the homeless shelter, or working on the annual book sale. Note: Report number of individuals, NOT full-time equivalent (FTE).

253.2 Number of hours volunteers worked for the library this fiscal year

This is the total number of hours (rounded to the nearest hour) worked on the library's behalf by the volunteers reported in question #253.1

OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, or funds unspent in the previous fiscal year (e.g. carryover).

300 Local Operating Revenue

This includes all local government funds designated by the city or county for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

301 State Operating Revenue

This includes all funds distributed to the public library by the State of Utah for expenditure by the public library, except for federal money distributed by the state. This may include the Community Library Enhancement Fund.

302 Federal Operating Revenue

This includes all federal government funds distributed to the public library for expenditure by the public library, including federal money distributed by the state. This may include Library Services and Technology Act (LSTA) grants.

303 Other Operating Revenue

This is all operating revenue other than that reported under local, state, and federal (questions #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, grants, or funds received from other cities or counties to provide service to patrons inside or outside the library's legal service area. Do not include the value of any contributed or in-kind services of the value of any non-monetary gifts and donations.

304 Total Operating Revenue

This number is automatically calculated by adding reported figures in questions #300, #301, #302, and #303. This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue.

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

304.1 Local Operating Expenditures

This includes all expenditures by the public library of local government funds. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures.

304.2 State Operating Expenditures

This includes all expenditures by the public library of State of Utah government funds. This may include expenditures from the Community Library Enhancement Fund.

304.3 Federal Operating Expenditures

This includes all expenditures by the public library of federal government funds. This may include expenditures from LSTA grants.

304.4 Other Operating Expenditures

This includes all expenditures by the public library of funds that did not come from local government, state government, and federal government sources. This may include expenditures of funds originating from monetary gifts, donations, interest, library fines, fees, grants, or other city or county government contracts.

304.5 Total Operating Expenditures

This number is automatically calculated by adding reported figures in questions #304.1, #304.2, #304.3, and #304.4. This is the sum of expenditures of local government funds, state government funds, federal government funds, and other operating funds. Note: This figure MUST match the amount in question #358.

OPERATING EXPENDITURES ~ DETAIL

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

Staff Expenditures

350 Salaries and Wages

This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

351 Employee Benefits

These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

352 Total Staff Expenditures

This number is automatically calculated by adding reported figures in questions #350 and #351. This is the sum of Salaries & Wages expenditures and Employee Benefits expenditures.

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, audiovisual, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

353 Print Materials

Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

353.1 Audiovisual Materials

Report all operating expenditures for library materials that are displayed by visual projection or magnification or through sound reproductions, or both, including graphic material, audio material, motion pictures, and video material.

354 Electronic Materials

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, and materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Furniture and Equipment (question #356.2).

355 Other Materials

Report all operating expenditures for other materials not already reported in questions #353, #353.1, and #354. For example, include realia, puppets, and materials in new formats.

356 Total Collection Expenditures

This number is automatically calculated by adding reported figures in questions #353, #353.1, #354 and #355. This is the sum of Print Materials, Audiovisual Materials, Electronic Materials, and Other Materials expenditures.

Other Operating Expenditures

This includes all expenditures other than those reported for Total Staff Expenditures (question #352) and Total Collection Expenditures (question #356).

356.1 Plant Operation and Maintenance

Expenditures for activities concerned with keeping the physical plant open, safe, and ready for use. Includes cleaning, disinfecting, heating, lighting, communication, power, moving furniture, handling stores, caring for grounds, and other such housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly, or seasonal basis. Include minor repairs (e.g. broken windows). Include contractual costs of plant operation, security, and maintenance if paid from the library budget, but do not include salaries and benefits of library paid staff. Also include building and liability insurance.

356.2 Furniture and Equipment

Expenditures for all furniture and equipment purchased during the fiscal year if they are not considered capital expenditures. Include costs of computer hardware and software to support library operations or to link to external networks, including the Internet.

356.3 Misc. Operating Expenditures

Include all general operating expenditures other than those detailed in Plant Operation and Maintenance (question #356.1) and Furniture and Equipment (question #356.2).

357 Total Other Operating Expenditures

This number is automatically calculated by adding reported figures in questions #356.1, #356.2, and #356.3. This is the sum of Plant Operation and Maintenance, Furniture and Equipment, and Misc. Operating Expenditures.

358 Total Operating Expenditures

This number is automatically calculated by adding reported figures in questions #352, #356, and #357. This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Total Other Operating Expenditures. Note: This figure MUST match the amount in question #304.5

CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

- 400 Local Capital Revenue
 - Report all governmental funds designated by the city or county and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the city or county.
- 401 State Capital Revenue
 - Report all funds distributed to public libraries by the State of Utah for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state. This may include revenue from the Community Library Enhancement Fund.
- 402 Federal Capital Revenue
 - Report federal governmental funds, including federal funds distributed by the city, county, or state, and grants and aid received by the library for the purpose of major capital expenditures. This may include revenue from LSTA grants.
- 403 Other Capital Revenue
 - Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
- 404 Total Capital Revenue
 - This number is automatically calculated by adding reported figures in questions #400, #401, #402, and #403. This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue.

CAPITAL EXPENDITURES

405 Total Capital Expenditures

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

Report all items the library has acquired and cataloged for the collection, regardless if they were purchased, leased, licensed, or donated as gifts. Report the number of volumes, not number of titles.

450 Print Materials

Report a single figure that includes both of the following:

- (1) Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For small libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

 (2) Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, and
- (2) Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

451 Electronic Books (e-books)

e-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. e-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

452 Audio Materials

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloadable audiobooks and MP3 files. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., ten CDs for one recorded book) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

453 Video Materials

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloadable files, etc. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., seven DVDs for one complete season of a TV series) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

453.1 Other Materials

Report a single figure for all materials not reported in questions #450 through #453.

453.2 Total Library Collection

This number is automatically calculated by adding reported figures in questions #450, #451, #452, #453 and #453.1

Licensed Databases

454 Licensed Databases paid with local funds

Report the total number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface

and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on various media or may be accessed via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each database is counted individually even if access to several databases is supported through the same vendor interface.

- 455 Licensed Databases paid by the State Library
 - Report the number of licensed databases for which temporary or permanent access rights have been acquired through the Utah State Library Division. All databases available through Public PIONEER should be included here.
- Licensed Databases paid by other cooperative agreements (or consortia)

 Report the number of licensed databases for which temporary or permanent access rights have been acquired by other cooperative agreements or through consortia.
- Total Licensed Databases
 This number is automatically calculated by adding reported figures in questions #454, #455, and #456

Current Serial Subscriptions

458 Number of Current Print Serial Subscriptions

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are magazines, journals, newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

459 Number of Current Electronic Serial Subscriptions

Report the number of electronic and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files; (b) on CD-ROM or other portable digital carrier; (c) on databases (including locally mounted databases); and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCOHost, ProQuest, OCLC FirstSearch). Note: If electronic subscriptions are available through Public PIONEER, they will be reported in the Fact Sheet from the Utah State Library Division, and should be included in the count.

SERVICES

500 Public Service Hours Per Year (all outlets)

This is the sum of hours all outlets were open to the public for the entire year. This is calculated by adding up the service hours per week for all outlets for the entire fiscal year and subtracting the number of hours any outlet was closed for holidays or other major reasons (remodeling, inventory, etc.). Note for bookmobiles: Count only the hours the vehicle was open to the public (i.e. the number of hours open at a stop). Do not include travel time.

500.1 Weekly Scheduled Public Service Hours (all outlets)

The total number of hours per week that all outlets within the jurisdiction are open, based on a published schedule. If the schedule changed during the year, the reported data should be an average. Note for bookmobiles: Count only the hours the vehicle was open to the public (i.e. the number of hours open at a stop). Do not include travel time.

501 Library Visits

This is the total number of people entering the library for whatever purpose during the reporting year. Include persons attending activities, meetings, and those persons requiring no direct staff services. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week and multiplying the count by 52. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation

periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

502 Reference Transactions

This is the total number of reference transactions for the reporting year. Note: A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. The request may come in person, by telephone, by fax, by mail, or by electronic mail from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are, "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is, "Are you only open until 9:00 PM tonight?" If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week (see question #501 for a definition of "typical week") and multiplying the count by 52.

Number of registered borrowers

This is the total number of library users who have applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three (3) years.

Circulation

550 Total Circulation

This is the total annual circulation of all library materials of all types, including renewals. Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included here are only items borrowed for, and checked out to, users. Do not include items checked out to another library or outlet.

551 Circulation of Children's Materials

This is the total annual circulation of all children's materials in all formats to all users, including renewals.

551.1 Circulation of All Other Materials

This number is automatically calculated by subtracting reported figures in questions #550 minus #551

Interlibrary Loan

Number of Items Provided To Other Libraries

The total number of library materials, or copies of the materials, provided by the reporting library to another library, upon request, during the reporting year. The libraries involved in the transaction are not under the same library administration.

Number of Items Received From Other Libraries

The total number of library materials, or copies of the materials, received by the reporting library from another library, upon request, during the reporting year. The libraries involved in the transaction are not under the same library administration.

PROGRAMS

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language and

citizenship classes; and book discussions. If programs are offered as a series, count each program in the series. For example, a Summer Reading Program offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

600 Total Number of Library Programs

This is the total number of programs sponsored or co-sponsored by the library, whether held on- or off-site during the reporting period. Exclude programs sponsored by other groups that use library facilities.

Number of Children's Programs

This is the total number of programs for which the primary audience is children (persons age 14 and under). This figure is a subset of the Total Number of Library Programs (question #600).

601.1 Number of All Other Programs

This number is automatically calculated by subtracting reported figures in questions #600 minus #601. This figure is a subset of the Total Number of Library Programs (question #600).

Total Attendance at Library Programs

This is the total count of the audience at all library programs during the reporting period.

603 Attendance at Children's Programs

The count of the audience at all programs for which the primary audience is children 14 years and younger. Include adults who attend programs intended primarily for children. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, homework assistance, and mentoring activities.

603.1 Attendance to All Other Programs

This number is automatically calculated by subtracting reported figures in questions #602 minus #603. This figure is a subset of the Total Attendance at Library Programs (question #602).

INTERNET ACCESS

Number of Internet computers for the general public

This is the number of library computers connected to the Internet and used by the general public.

Number of patrons that used public Internet computers

This is the total number of individuals that have used Internet computers in the library during the reporting period. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number.

- Does the library offer wireless connection to the Internet to the public?

 Answer "Yes" or "No."
- 651.2 Annual cost for Internet connectivity

This is the amount the library pays for Internet connectivity per year.